



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Adopt Resolution Authorizing Destruction of Certain Human Resources Records (HR)

MEETING DATE: Wednesday, August 18, 2004

PREPARED BY: Human Resources Director

RECOMMENDED ACTION: That the City Council approve the destruction of the hereinafter listed City of Lodi records.

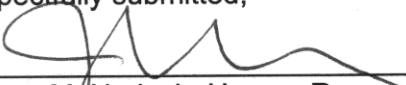
BACKGROUND INFORMATION: In accordance with Government Code, Section 34090, permission is requested to destroy the following obsolete City records:

1. Personnel employment records of separated full-time employees (over 5 years old).*
2. Applications for employment from expired eligible lists (over 2 years).
3. Examination files (over 5 years old).
4. General Liability files (over 5 years old).*
5. Workers Compensation files (over 5 years old).*

*Microfilm copy of records will be retained.

FUNDING: None required.

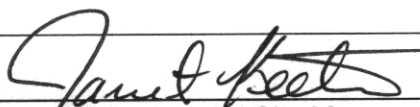
Respectfully submitted,


Joanne M. Narloch, Human Resources Director

cc: City Attorney

Prepared By: Amy Flores, Management Analyst

APPROVED:


Janet Keeter, Interim City Manager

RESOLUTION NO. 2004-164

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN RECORDS
RETAINED BY HUMAN RESOURCES

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WHEREAS, in accordance with Government Code Section 34090, the City Attorney has filed his written consent to the destruction of certain records retained by the Human Resources Department, an inventory of which is attached hereto, marked Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Attorney has given his written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: August 18, 2004

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I hereby certify that Resolution No. 2004-164 was passed and adopted by the City Council of the City of Lodi in a regular meeting held August 18, 2004, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Hitchcock, Howard, Land, and Mayor Hansen

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – None

ABSTAIN: COUNCIL MEMBERS – None



SUSAN J. BLACKSTON
City Clerk

EXHIBIT A

INVENTORY OF CERTAIN RECORDS RETAINED BY THE HUMAN RESOURCES
DEPARTMENT REQUESTED TO BE DESTROYED PURSUANT TO GOVERNMENT
CODE SECTION 34090
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- 1.) Personnel employment records of separated full-time employees (over 5 years old).*
- 2.) Applications for employment from expired eligible lists (over 2 years old).
- 3.) Examination files (over 5 years old).
- 4.) General Liability files (over 5 years old).*
- 5.) Workers Compensation files (over 5 years).*

* Microfilm copy of records will be retained.

Dated: _____

8/12/04




JOANNE NARLOCH
Human Resources Director

APPROVED FOR DESTRUCTION:

Dated: _____

8/13/04



D. STEPHEN SCHWABAUER
City Attorney, City of Lodi